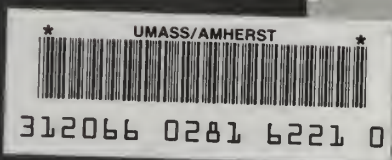


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The Massachusetts Cultural Council was established on January 1, 1990 through the merger of two state agencies: the Massachusetts Council on the Arts and Humanities (MCAH) and the Massachusetts Arts Lottery Council. SUPPORTING PUBLIC PROGRAMS IN THE ARTS, HUMANITIES, AND SCIENCES

The General Court created MCAH in 1966 to stimulate the practice, study and appreciation of the arts, humanities and sciences in the Commonwealth. MCAH became a leading cultural agency with model programs in contemporary and community arts, education, architectural design, and support for artists. SUPPORTING PUBLIC PROGRAMS IN THE ARTS, HUMANITIES, AND SCIENCES

MALC was formed in 1979 to stimulate the arts and humanities in cities and towns throughout Massachusetts. In its ten-year history, MALC has

funded a broad range of community

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MASSACHUSETTS CULTURAL COUNCIL

Dr. Nicholas T. Zervas, *Chairman; Milton*

Sheila Balboni; *Laurence*

Jeanne Hays Beaman; *Rockport*

Dr. Kenneth Brecher; *Belmont*

Irene Buck; *Groton*

Helen Casey; *Holyoke*

Walter Frazee, Jr.; *Fall River*

Marc Futter, *Ex Officio; Northampton*

Willie Hills; *Cambridge*

Robert Kuehn; *Cambridge*

Yo-Yo Ma, *Ex Officio; Winchester*

Donald Melville; *Worcester*

Marge Piercy; *Wellsfleet*

Sybil Sermon; *Somerville*

David Starr; *Springfield*

Mary Anne Piacentini; *Executive Director*

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INTRODUCTION

The Massachusetts Cultural Council (MCC) was established on January 1, 1990 through the merger of two state agencies: the Massachusetts Council on the Arts and Humanities (MCAH) and the Massachusetts Arts Lottery Council (MALC).

The General Court created MCAH in 1966 to stimulate the practice, study, and appreciation of the arts, humanities, and sciences in the Commonwealth. MCAH became a leading cultural agency with model programs in contemporary and community arts, education, design, and support to artists.

MALC was formed in 1979 to stimulate the arts and humanities in cities and towns throughout Massachusetts. In its ten-year history, MALC funded a broad range of community programs through decentralized local and regional arts lottery councils. Arts lottery councils currently operate in all but 3 of the state's 351 cities and towns. These councils determine their own cultural priorities and recommend grant awards to the state Council, a centralized agency.

The Massachusetts Cultural Council, through support of programs in the arts, humanities and sciences, seeks to:

- support the public programs of cultural institutions;
- broaden educational opportunities;
- foster cultural diversity and access;
- stimulate the creation of new work; and
- lead state-wide efforts in advocacy and long-range planning for cultural development in the Commonwealth.

The Massachusetts Cultural Council remains committed to cultural diversity, and will continue through its programs to demonstrate leadership through its policies and practices in support of cultural pluralism. The Council promotes values that enable the public to benefit from the experiences of diverse racial, regional, and ethnic groups.

The Council also remains committed to making the Commonwealth a supportive environment for creating and presenting contemporary art and will continue to support cultural institutions that present and interpret contemporary art to the citizens of the Commonwealth. The Council is specifically interested in projects which expand the limits of an artistic discipline and produce innovative new works as well as those that increase audiences' awareness and understanding of contemporary works.

The Council is in the process of developing several new initiatives and will provide more information on these endeavors in a later publication.

The agency is governed by a Council of fifteen private citizens from various regions of the state, appointed by the Governor to serve for three-year terms without financial compensation. Board members have demonstrated scholarship or creativity in, or distinguished service to, the arts, humanities, or sciences, as well as to their community. The Council makes all final decisions on policy and awards.

The activities of the Massachusetts Cultural Council are determined by its enabling legislation, annual state appropriation, and Council-imposed initiatives and priorities. The Council's annual budget, recommended by the Governor and appropriated by the Legislature, establishes both the Council's administrative and program budgets. The Council also receives annual support from the National Endowment for the Arts, a federal agency, and seeks other public and private funding for special initiatives.

During the past several years, certain Legislative mandates have also directed funding decisions. For example, Percent for the Arts, mandated by the Legislature in 1980, requires that one percent of the cost of a state construction project, up to a maximum of \$100,000, be expended for public art. The Cultural Resources Act, signed into law in 1981, mandates that the Council devote resources from its program budget each year to cultural education for schoolchildren. The amount varies according to the annual program budget.

The Council works with its partner, the New England Foundation for the Arts, to promote the exchange and development of arts resources in the New England region. This partnership benefits the Commonwealth by expanding opportunities for Massachusetts artists and cultural organizations, diversifying artwork available to Massachusetts audiences and generating additional federal and private funding for the Commonwealth.

MCC also contracts for specific services from nonprofit arts and service organizations. Contracts are generally for services that MCC cannot provide directly, and are by open bid, invitation, or unsolicited proposal.

Currently, MCC subcontracts with the following agencies:

- The Artists Foundation, to administer the Massachusetts Artists Fellowship Program;
- The Cultural Education Collaborative, to administer arts-in-education programs;
- The New England Foundation for the Arts, to administer the Massachusetts Touring Program, a performing arts touring program;
- Regional Liaisons for services and technical assistance to local arts lottery councils and community-based cultural organizations.

The agencies serving as regional liaisons for FY91 are:

Arts Extension Service, Amherst

Groton Center for the Arts, Groton

Jamaica Plain Multicultural Arts Center, Boston

South Shore Conservatory, Hingham

Worcester Cultural Commission, Worcester

Please see the Cultural Resources section for further information regarding these agencies.

NEW ORGANIZATIONAL STRUCTURE

The Council has been reorganized into three programmatically-focused divisions.

- Support for Organizations
- Support for Communities
- Support for Individuals

SUPPORT FOR ORGANIZATIONS

This division serves discipline-based cultural organizations whose primary mission/priority is the development of one or more artistic genres, humanistic endeavors, or scientific topics. These professionally-oriented organizations, or those

striving to become professional, produce or present distinguished work through commissions, exhibitions, publications, broadcasts, performing arts series, or provide professional services.

SUPPORT FOR COMMUNITIES

This division provides support for communities to encourage the development of quality cultural programs at the local level. Communities are encouraged to determine their own cultural priorities and to provide support to organizations that are accessible to community residents. In addition, this division serves professionally-staffed and volunteer-run, community-based organizations whose mission and priority is tied

to the development of their community or region, or to the preservation of cultural heritage; and that are involved in the support, encouragement, and presentation of quality programs in the arts, humanities, and sciences. Organizations that provide opportunities for participatory activities and the presentation of local talent are also supported through this division.

SUPPORT FOR INDIVIDUALS

The goal of this division is to recognize and reward the important contributions that creative individuals make to the Commonwealth; to support the professional development of Massachusetts artists, humanities scholars*, and scientists; and to foster greater public awareness of their work.

**The Council defines "humanities scholars" as persons who are professionally trained and actively engaged in one of the liberal arts academic disciplines. The Council also includes in this definition persons whose training and expertise have been achieved through life-long learning and equivalent experience.*

COUNCIL PROCEDURES

WHO WE FUND

Specific eligibility requirements are noted in the program section of these guidelines. Typically, applicants to the Council's programs are cultural institutions, such as community arts centers, arts councils, historical societies, museums, nature centers, performing and visual arts organizations, literature organizations, schools, and individuals.

The Council will also consider applications from social service agencies and municipal agencies with strong cultural components, from service organizations, and from religious organizations or religiously affiliated groups if

their applications meet the following criteria:

- clearly dominant artistic, humanistic, or scientific purpose;
- do not have the primary effect of advancing religion, or substantially aiding such religious organizations or schools; and
- benefit the public at large, and not exclusively or substantially the members or students of such organizations or schools.

The above criteria must be specifically addressed in the application.

FUNDING RESTRICTIONS

Funds from any MCC program *may not* be used for refreshments, meals, fundraising, or lodging. Also the MCC does not generally support out-of-state travel.

Currently, the following restrictions apply to all programs except the Arts Lottery Program.

The Council *will not* fund:

- capital expenditures, equipment purchases; and
- programs of college or university departments that primarily benefit college and university students.

Currently, the following restrictions apply to the Arts Lottery Programs.

The Council *will not* fund:

- science programs;
- programs in public agencies which substitute for, replace, or relieve their existing responsibilities for funding of programs in the arts and humanities (e.g. music or art classes in schools, purchase of books for libraries).

AFFIRMATIVE ACTION

MCC is committed to Affirmative Action not only as a matter of law but also as a policy designed to encourage the participation of all segments of the Commonwealth's population in Council programs. The Council encourages requests for projects in the arts, humanities, and sciences that address the needs of Asian-American, African-American, Latin-American, and Native-American peoples, individuals with disabilities, self-identified Vietnam veterans, and women. (This designation of minority populations is derived from the standards used by the State Office of

Affirmative Action.) The Council also welcomes proposals for projects that reach geographically underserved and economically disadvantaged populations.

Cultural organizations funded by MCC which present public programs and/or offer services to the public, must make reasonable accommodations to ensure that their programs and services are accessible to people with disabilities in a manner that integrates them with others being served.

ASSURANCES OF COMPLIANCE WITH NON-DISCRIMINATION	<p>All Council grant recipients, except for those receiving Arts Lottery grants, are required to sign a Statement of Assurances. This statement includes assurances that the recipient will comply with existing state and federal laws prohibiting discrimination based on race, color, national origin, gender, or disability. Grant recipients must also be in compliance with</p>	<p>Section 504 of the Rehabilitation Act of 1973, which requires that programs and facilities be accessible for people with disabilities.</p> <p>While Arts Lottery grant recipients are not required to sign a Statement of Assurances, they must comply with the same regulations listed above as noted in the state guidelines for the Arts Lottery Program.</p>
RECONSIDERATION PROCESS	<p>Generally, an applicant may request reconsideration of a Council decision on its application if the applicant can demonstrate that the Council failed to follow published application and review procedures. All such requests must be submitted in writing within thirty (30) days of the Council's notification to the applicant of its decision. All requests will go to the Board for consideration at its subsequent Board meeting.</p> <p>The process differs for Arts Lottery applications. Applicants disapproved at the local level may request reconsideration only from the local arts lottery council, not the MCC, on one or more of the following grounds: failure to consider</p>	<p>significant information; treatment substantially different from other organizations; failure to make grants in conformity with applicable state and local requirements. Applicants approved at the local level but disapproved at the state level may request reconsideration by the Council on the grounds listed above. These are the only grounds for reconsideration. Requests for reconsideration, either at the local or state level, must be submitted in writing within fourteen (14) days of the applicant's notification. All reconsideration requests will be considered by the Council in a public meeting.</p>
PERIOD OF SUPPORT	<ul style="list-style-type: none"> • For organizations receiving Operating Support awards: <i>July 1, 1991 through June 30, 1993.</i> • Generally, Arts Lottery awards should be expended within a twelve month period from notification of the award. Contact the awarding local arts lottery council for further information. 	<ul style="list-style-type: none"> • All other MCC awards: <i>July 1, 1991 through June 30, 1992.</i> <p>All awards are contingent upon allocation by and receipt of funds from the Legislature.</p>
HOW TO APPLY	<p>All applicants to programs other than the Arts Lottery Program are strongly encouraged to submit an Intent-to-Apply form and to consult with a program coordinator in their discipline prior to submitting an application. See contact list page 56, Intent-to-Apply form pages 23 - 24.</p>	<p>Program coordinators can advise on grant writing and review drafts of grant applications when contacted in advance of the deadline. All applicants to the Arts Lottery Program must contact each local arts lottery council they are applying to prior to submitting their application.</p>
AFTER RECEIVING A GRANT	<p>Except for Arts Lottery grantees, the successful grant applicant will receive a contract packet which will include information regarding the payment schedule, record keeping, and reporting requirements.</p>	

**FUNDING
POLICY**

Currently, the Council reimburses grantees for expenses incurred and does not provide funding in advance of expenditures. Requests for reimbursement, up to the total amount awarded, must be submitted on forms supplied by the Council. Except for the Arts Lottery Program, funds cannot cover project or program expenses incurred prior to the starting date of the contracted period of support.

Since grantees must spend funds before being reimbursed, cash flow requirements should be considered in program and budget planning.

Those organizations recommended for multi-year funding, such as Operating Support awards, will receive subsequent year awards contingent upon the Council's annual budget appropriation from the state Legislature. To receive successive years' funding, the recipient must file an Interim Report each year to document progress and lay out the organization's plans for future programs. Except for Arts Lottery grant recipients, Final

Reports are required from both single and multi-year recipients within thirty days of the conclusion of the period of support.

The Council is currently researching the possibility of outright granting, which will enable grantees to receive at least a portion of their award prior to incurring expenses. The Council hopes to have this new policy in effect by July 1, 1991. Information regarding this policy will be distributed as soon as it is available.

Reimbursement forms for Arts Lottery and PASS grants are available from local arts lottery councils (LALCs). The forms must be filled out, receipts attached, and submitted to the Treasurer or Chair of the LALC. Forms must be signed by the members of the LALC and are forwarded to the city/town Treasurer for processing. Receipt of payments will take several weeks from filing of the form. Contact the Chair of the LALC for specific procedures.

AUDITS

In response to recommendations by the State Auditor's office, the Council will conduct audits of grantees. These audits will review all books and financial statements which pertain to Council funding. The Council will use a random sampling technique to designate which grantees will be audited, targeting a broad range of geographic

locations and award amounts. The Council will notify in advance those grantees who have been chosen to be audited. Please note that all Council grantees will not be audited. If you have any questions concerning the process, contact the Council's Finance Director.

**ACKNOWLEDGE-
MENT**

Individuals or organizations receiving funding through the Massachusetts Cultural Council are required to acknowledge such support in all their published materials and announcements using one of the following statements:

- Funded (in part) by the Massachusetts Cultural Council, a state agency.

- This program is made possible with support from the Massachusetts Cultural Council, a state agency.
- This program is supported (in part) by the Massachusetts Cultural Council, a state agency, as administered by the (name of city/town/regional) Arts Lottery Council.

THE REVIEW PROCESS

The Council will continue to use two systems of application review: the peer panel review process, and review at the local level by local arts lottery councils for the Arts Lottery Program awards.

PEER PANEL REVIEW PROCESS

Following an application deadline, for all programs other than the Arts Lottery Program, the Council enlists peer panels, independent advisory panels, composed of artists, humanities scholars, scientists, educators, administrators, community leaders, and lay people who represent diverse geographic, ethnic, philosophical and aesthetic perspectives. Based on the review criteria in these guidelines, panelists use the written application and support materials as the primary tools to assess the quality of the applicant's operations, programs, or proposed projects. Staff provides additional information for their review, including information regarding geographic and discipline distribution.

There are review panels in the following discipline areas: *Dance, Design in the Built Environment, Folklife and Ethnic Heritage, Humanities, Literature, Local Arts Agencies, Media Arts, Multidisciplinary, Music, Science, Theater, and Visual Arts.*

The peer panels serve as advisory panels to the Council and present their recommendations to the Council for final decision-making. Funding decisions are based on panel recommendations and available dollars. The size of each panel varies according to the number of applications in a particular discipline. In some instances, for Operating Support applicants, site visits will supplement the application materials.

CONFLICT OF INTEREST

Panelists are carefully screened so that the number of panelists with a conflict of interest with any of the grant applicants is kept to a minimum. Conflict of interest is defined as a fiduciary, professional, personal, or adversarial relationship with a grant applicant. If a panelist

has a conflict of interest with a grant applicant, he or she is not present during that application's review and does not take part in the discussion of that application at any time during the review process.

ARTS LOTTERY PROGRAM REVIEW PROCESS

Applications for the Arts Lottery Program are reviewed by local arts lottery councils (LALCs), which are composed of five to twenty-two volunteer members who serve at the request of the chief elected official in their respective municipalities. LALCs base their decisions for grants awards on the criteria delineated in the

Arts Lottery Program's section as well as the cultural priorities defined for their communities. These award recommendations are forwarded to the Massachusetts Cultural Council where they are reviewed for compliance with state guidelines.

For information regarding specific local arts lottery councils, contact local arts lottery council chairpersons through their town or city halls.

PROGRAMS

In both the Support for Organizations and Support for Communities divisions, applicants may apply for Operating Support and Project Support.

OPERATING SUPPORT/ PROJECT SUPPORT

Operating Support is designed to provide basic support for ongoing public programs and services for organizations that have a history of high quality programming, stability, and long-range planning.

Project Support is designed to support a broad range of activities. A project may be a single event or a series of activities. Priority will be given to projects that promote cultural diversity, education, and contemporary arts. Organizations may apply for *General Projects*, an *Extraordinary Project*, *Education Projects* and *Reduced Admissions*.

In general, organizations may apply for up to three (3) awards;

- four (4) awards if applying for Reduced Admissions;
- four (4) awards if collaborating on a project; or
- five (5) awards if collaborating on a project and applying for Reduced Admissions.

Each organization participating in a collaboration must count that application as one of its submissions.

Note: There is no limit on the number of applications organizations may submit to the Arts Lottery Program.

GENERAL REVIEW CRITERIA FOR OPERATING AND PROJECT SUPPORT

Organizations applying for Operating Support and Project Support will be reviewed using the following criteria weighted on a 100 point scale:

Quality: 55 points
Community Access: 35 points
Administrative Ability: 10 points

Quality:

- a. activities are of high quality;
- b. staff/individuals involved demonstrate vision and leadership;
- c. goals and objectives are clear;
- d. activities are creative in content, treatment, and presentation; and
- e. activities advance the mission/goals of the organization.

Community Access:

- f. activities are responsive to the needs of a community(ies);
- g. diverse community involvement and support are evident;
- h. activities contribute to the vitality of a community(ies);
- i. willingness to collaborate with other cultural and community groups;
- j. evidence of accessibility to a broad audience;
- k. opportunities provided for participation, presentation, and support of Massachusetts talent; and
- l. evidence of affirmative action practices.

**CONTINUED:
GENERAL REVIEW
CRITERIA FOR
OPERATING AND
PROJECT SUPPORT**

Administrative Ability:

- m. evidence of administrative competence;
- n. evidence of planning and evaluation;
- o. evidence of sound fiscal management;
- p. diversity of finances both earned and unearned, private and public;
- q. evidence of ability to carry out activities effectively; and
- r. maintenance of a governing board, representative of the community, which meets regularly and sets policies.

In addition to the general Review Criteria, organizations applying for **Education** and **Reduced Admissions** are reviewed using the following criteria:

Quality:

- s. evidence that a cultural organization's resources are being used in a new or expanded way to address significant topics in education or existing school curriculum goals;

Community Access:

- t. inclusion of people of color, particularly in projects where large numbers of children of color are participating;
- u. outreach to geographically underserved areas and to non-traditional audiences (children with disabilities, bilingual, and minority youths); and
- v. involvement of teachers, administrators, parents and community members.

Operating Support

Organizations applying for Operating Support must:

- generally, have tax exempt status under Section 501(c)3 of IRS code;
- be incorporated in Massachusetts as a non-profit;
- be governed by a board of directors which meets regularly;
- be a cultural organization;
- maintain a regular schedule of public programs and activities;
- have completed four full years of cultural programming prior to the application deadline; and
- have a minimum annual operating budget of \$10,000.

The following groups are not eligible for Operating Support awards: elementary and secondary schools, departments and organizations affiliated with colleges and universities, churches and religious denominations, organizations which only re-grant funds, public libraries, and social service organizations.

See pages 9 - 10 for Operating Support criteria.

The Council will fund a portion of the costs of general ongoing operations of cultural organizations, including artistic/professional fees, marketing costs, and costs related to public programming.

Award ranges are based on the following schedule. *Note:* \$2,000 has been designated as the minimum award for this category:

Annual Operating Revenue (AOR)	Award Range
• \$10,000 to \$50,000:	up to 20% of AOR, up to a maximum of \$10,000
• \$50,001 to \$100,000:	up to 20% of AOR, up to a maximum of \$15,000
• \$100,001 to \$250,000:	up to 15% of AOR, up to a maximum of \$25,000
• \$250,001 to \$1,000,000:	up to 10% of AOR, up to a maximum of \$50,000
• \$1,000,001 And over:	up to 5% of AOR, up to a maximum of \$150,000

The range of support will be directly related to the *average* of the organization's actual revenue for the two most recently-completed fiscal years. Organizations are encouraged to apply for the maximum award. The actual amount of the award will depend on the recommendations of the panel and the amount of funds that the Council has available to award. Council funds must be matched on a 1:1 basis with cash. Funds received through local arts lottery councils may not be used as a match.

Operating Support awards will be made for a two-year period, contingent on the Council's annual legislative appropriation.

ELIGIBILITY

Project Support includes General Projects, Extraordinary Projects, Education Projects, and Reduced Admissions.

General Project funding is available to organizations that are not eligible for Operating Support, as well as to organizations that are eligible for Operating Support but do not choose to apply in that category.

Extraordinary Project funding is available only to organizations that apply for Operating Support. It is a unique opportunity for these organizations to apply for funding for projects that reach beyond the boundaries of their regular programming.

Competition in this category is expected to be high. Applications must demonstrate significant public benefit.

Education Project funding supports activities designed to stimulate the imagination and expand the cultural experiences of children. This funding enables cultural institutions to offer existing programs of excellence to new audiences or to support the development of in-depth cultural projects tied closely to school curricula. These funds ensure that cultural organizations will develop educational services specifically tailored to schools and community groups. For Education Projects, the Council will provide from \$5-100 per student involved.

Reduced Admissions provides funds to arts, humanities, and science museums and organizations that have specifically designed exhibits and tours that expand the cultural experiences of children. The Council will fund up to a maximum of \$5 per student.

Priorities for Education and Reduced Admissions: The Council will commit 75% of Education and Reduced Admissions funds to low-income areas of the state. Preference will be given to Education Projects that provide direct services to children, particularly inner-city youth, those in rural areas, and those in low-income communities, as well as

to target populations such as students with disabilities and bilingual students. The Council especially encourages applications that address issues of cultural diversity.

Organizations applying for Project Support must:

- be incorporated in Massachusetts as a nonprofit;
- be governed by a board of directors which meets regularly;
- generally, have tax exempt status under Section 501(c)3 of IRS code;
- have completed one full year of cultural programming prior to the application deadline; and
- have a minimum operating budget of \$2,500.

Cultural organizations affiliated with colleges and universities may apply for Project Support if their project has a strong public outreach emphasis that is not limited to a university audience. Social service organizations and public libraries may also apply for Project Support.

In addition to the above eligibility requirements, applicants for **Reduced Admissions** and **Education** must apply in collaboration with schools.

In addition, applicants for **Reduced Admissions** must:

- own, use, maintain, and regularly exhibit tangible objects to the public;
- have an annual operating budget that exceeds \$500,000;
- serve more than 15,000 Massachusetts schoolchildren from at least 50 Massachusetts communities.

REVIEW CRITERIA See pages 9 and 10 for Review Criteria for Project Support and additional Review Criteria for **Education and Reduced Admissions**.

FUNDING **For General and Extraordinary Projects**, the Council will fund a percentage of project costs for activities such as:

- commissioning, presenting, interpreting, and touring contemporary work;
- creating, producing, and presenting public programs or providing professional services;
- documenting, disseminating, and preserving cultural traditions or artifacts.

For Education and Reduced Admissions Projects, the Council will fund a percentage of project costs for activities such as:

- staff time directly involved in working with students and teachers;
- planning time, including contact with the audience to be served and tailoring activities to the specific needs of that audience;
- publicity and marketing;
- project materials;
- transportation for planning sessions and transportation of the audience to be served, if it would not otherwise be reached;
- evaluation of activities, such as surveys and summary meetings.

AWARD RANGES **For General, Extraordinary, and Education Projects**, awards will range from \$2,000 to \$50,000. The Council will fund up to a maximum of 50% of the total project cost. Council funds must be matched on a 1:1 basis with cash and in-kind goods and services. In-kind goods and services may not exceed 50% of the match. Funds received from local arts lottery grants may not be used as a match.

No more than 20% of an MCC project award may be designated for the administrative cost of the project.

For Reduced Admissions, awards will range from \$7,500 to \$150,000. Council funds must be matched on a 1:1 basis in the form of cash. Funds received through local arts lottery grants may not be used as a match.

Project Support awards will be made for a one-year period contingent on the Council's annual legislative appropriation.

Arts Lottery Program

The following information summarizes the published Arts Lottery Guidelines. Please refer to these official guidelines for complete rules and regulations.

Local arts lottery councils (LALCs) may accept grant applications for projects in the arts and humanities twice each year, during the fall and spring. However, some LALCs have chosen to allocate funds only once annually.

For specific information regarding the arts lottery program in each community, including where to obtain application forms, local guidelines, and deadline information, contact local arts lottery council chairpersons through their town or city halls.

ARTS LOTTERY GRANTS ELIGIBILITY

LALCs distribute funds to individuals and organizations dedicated to creative efforts in the arts and humanities. Awards may be made to:

- an individual;
- a non-profit, tax-exempt organization;
- a public agency, for a project that is outside of its existing responsibility; and

- a non-profit, unincorporated association.

The artistic qualifications of those individuals or organizations involved in the proposed activity must be made clear on the application.

REVIEW CRITERIA

Grants must:

- support the arts and humanities;
- provide public benefit and equal access for all citizens (non-discrimination);
- not replace existing public funding (non-substitution);

- nor provide the sole support for projects of a continuing nature (non-dependency).

In many cases, LALCs have developed additional guidelines in response to the needs of their individual communities.

FUNDING

- projects in the arts and humanities that encompass the study, pursuit, performance, exhibition, and enjoyment of cultural activities;
- projects that include rents, leases, acquiring, improving and maintaining facilities for the housing, support and presentation of cultural activities; and

- activities that benefit the general public in Massachusetts and not solely private individuals. Applicants should keep in mind that LALCs are generally concerned about the specific benefit to the particular community allocating funds.

FUNDING AVAILABILITY

Each LALC receives a share of the total Arts Lottery grant appropriation, based on a formula that takes into account population and equalized property value as a determination of need. Each cycle, the allocations range from a minimum of \$500 for small towns to \$30,000 for middle size cities and towns to \$75,000 for large cities.

The range of funding awarded to applicants varies depending on the policies of the LALC.

While some LALCs seek to grant an award to every eligible applicant, others make definitive choices about how funds will be allocated. Due to the large number of requests and limited resources, LALCs do not generally award more than \$750 to a single applicant. Any applicant seeking a larger grant should discuss his/her proposal with the LALC prior to applying. There is no limit on the number of arts lottery councils to which an applicant may apply.

Performing Arts Student Series (PASS)

PASS was established in 1986 to provide funds for all Massachusetts schoolchildren, grades K-12, to attend live performing arts events. The guidelines have been changed to allow performances to take place during regular school hours in those schools that have been designated by LALCs as PASS-approved sites.

When applying for PASS funds, applicants must choose a performing artist or an arts organization that has been chosen to participate in the Program. Performing artists/arts organizations listed in the Pass Roster have agreed to sell tickets to performances at their standard ticket price or \$5.00, whichever is less.

The PASS Roster is available from LALCs, all Massachusetts schools, and some libraries. Disciplines in the PASS Program include, but

are not limited to, dance, music, and theatre. Circuses and non-professional performances are not eligible for PASS Program funding.

Before applying to the PASS Program, applicants should first contact performing artists/arts organizations directly for their performance schedules and PASS ticket availability. Tickets may be purchased after approval of the application by the LALC and the MCC. Requests for reimbursement must be submitted after the performance has been attended.

For specific information regarding the arts lottery program in each community, including where to obtain application forms, local guidelines, and deadline information, contact local arts lottery council chairpersons through their town or city halls.

The PASS Program is open to all Massachusetts schoolchildren, grades K-12, in public and private schools. Tickets for teachers, chaperones and pre-school students are not eligible for reimbursement.

Applications are accepted from schools, parent/teacher organizations, civic organizations, clubs, non-profit corporations, neighborhood centers and individuals. Performing artists, presenters or sponsors of performances may not submit applications.

- The reimbursement of tickets that cost \$5.00 or less for a PASS performance attended by Massachusetts schoolchildren.
- The reimbursement of transportation expenses to a PASS performance if allowed by the LALC. Contact specific LALCs for their local guidelines.

Note: Arts Lottery funds cannot be used to reimburse any portion of a ticket that costs more than \$5.00.

Each LALC receives a share of the Arts Lottery appropriation designated for PASS, based on population and need. Each cycle, PASS funds range from the minimum allocation of \$250 for a small town to about \$18,000 for a large city.

The range of funding to applicants varies depending on the policies of the LALC. While some LALCs seek to grant an award to every eligible applicant, others make definitive choices about how funds will be used.

Individual Project Support

In Fiscal Year 1992, the Support for Individuals division will support three programs dedicated to individuals: Project Support, the Massachusetts Artists Fellowship Program, and the Massachusetts Art in Public Places Program.

PROJECT SUPPORT

In the Individual Project Support program, artists, humanities scholars, and scientists will be able to apply directly to the Council to support creative and innovative projects. The program is designed to be flexible in order to respond to the applicant's particular needs.

The Council offers this support in order to:

- contribute to the individual's professional growth; and
- expand the public's awareness and appreciation of the contributions of artists, humanities scholars, and scientists.

In Fiscal Year 1992 Individual Project Support will operate as a pilot program, targeting specific disciplines, topics, and media. The Council will offer support for individual or collaborative projects in any of the following areas: *Design in the Built Environment, Folklife and Ethnic Heritage, Environmental Issues, and Radio*. We anticipate that in Fiscal Year 1993 the program will expand to include additional disciplines and focus issues.

Projects may include, but are not limited to, research, development, production, completion, distribution, documentation, and touring. Individuals may also apply to participate in a residency program or a self-designed residency within a community, corporation, cultural organization, or public agency. The area of environmental issues provides opportunities for artists, humanities scholars, and scientists to address creatively contemporary environmental issues such as the causes and effects of pollution, the relationship between particular communities and the land they inhabit, and the changing patterns of land use in Massachusetts. This is designed to complement the current initiative of the Massachusetts Foundation for Humanities, "Knowing Our Place: Humanistic Aspects of Environmental Issues."

Applicants should note that competition for these awards is expected to be high. Applicants are encouraged to contact Council staff for preliminary discussion of a proposal. Staff is also available to provide information and advice for individuals interested in participating in a residency program or designing a residency.

ELIGIBILITY	<p>Applicants for Individual Project Support must be:</p> <ul style="list-style-type: none"> • 18 years of age or older; an originating artist (applications from performers or translators of the work of another artist cannot be accepted), a scientist or a humanities scholar; 	<ul style="list-style-type: none"> • a resident of Massachusetts for a minimum of six months prior to application; and • not enrolled in any undergraduate or graduate program related to his or her discipline.
REVIEW CRITERIA	<ul style="list-style-type: none"> • quality of work previously produced by the individual or collaborators as represented by sample materials submitted for review; • originality and feasibility of proposal; 	<ul style="list-style-type: none"> • reasonable and appropriate budget; • feasibility of fundraising plan; and • plans for public presentation.
FUNDING	<p>Individual Project Support funds may be used to cover artistic and professional fees, costs related to residencies, costs of materials, rental of</p>	<p>equipment, public screening/exhibition space, project research, documentation, publications, dissemination, costs of seminars, lectures, and publicity and promotion costs.</p>
FUNDING AVAILABILITY	<p>Generally, the maximum award in Individual Project Support will be \$10,000. Although there is no strict matching requirement, evidence of an applicant's ability to raise matching funds will be reviewed favorably. In the case of complex collaborations or unusually costly individual projects, applicants may request more than</p>	<p>\$10,000. In such cases a 1:1 match in the form of cash and in-kind goods or services will be required. In-kind goods and services may not exceed 50% of the match. Funds received from local arts lottery councils may not be used as a match. Applicants may not submit more than one project per application deadline.</p>
PUBLIC PRESENTATION	<p>The Council is committed to advancing the visibility of creative individuals while at the same time providing the citizens of the Commonwealth with an increased awareness of the arts, humanities, and sciences. To this end, the Council requires successful applicants to make some formal presentation in cooperation with a cultural organization, community center, government agency, or corporation within the period of the applicant's contract. These public presentations need not be full-scale productions or final publications, but may, for example, take the</p>	<p>form of a lecture, workshop, demonstration, reading, open studio, slide show, residency, or exhibition.</p> <p>When awards are announced, the Council will make available a list of organizations, community centers, government agencies, and corporations interested in presenting the work of Massachusetts Artists Fellows and Project Support recipients. Individuals may use this list to further develop plans for public presentation.</p>

Massachusetts Artists Fellowship Program

The Massachusetts Artists Fellowship Program (MAFP) is part of the Council's effort to recognize, reward and encourage the work of the Commonwealth's most talented artists. Fellowships of \$10,000 and Finalist awards of \$1,000

are provided biannually in nineteen disciplines. MAFP awards are a direct financial investment in outstanding Massachusetts artists and benefit the public by promoting the talent and vision of artists throughout the Commonwealth.

ELIGIBILITY

Applicants must be:

- 18 years of age or older;
- A resident of Massachusetts for a minimum of six months prior to application; and

- Not enrolled in any undergraduate or graduate program related to his or her artistic discipline.

DEADLINES

December 6, 1991

Design in the Built Environment
Fiction
Folklife and Ethnic Heritage
Non-Fiction
Painting
Playwriting
Poetry

Late 1992

Artists Books
Choreography
Crafts
Drawing
Film
Interarts
Music Composition
New Genres
Photography
Printmaking
Sculpture
Video

FOR MORE INFORMATION

MAFP is funded by the Council and is currently administered by The Artists Foundation, an independent, non-profit organization. For guidelines and an application contact The Artists Foundation at Eight Park Plaza, Boston, MA 02116, (617) 227-2787.

Massachusetts Art in Public Places

Through the Massachusetts Art in Public Places Program (MAPP), the Commonwealth recognizes and encourages the unique contributions artists make to the process of creating and defining public spaces. MAPP commissions and purchases the work of living artists for integration into state-owned public spaces. The Commonwealth of Massachusetts devotes one percent of the cost of a state construction project, up to a maximum of \$100,000 per project, to place art work in public places. The program is jointly administered by the Council and the Commonwealth's Division of Capital Planning and Operations (DCPO).

MAPP provides opportunities for professional artists working in all media. Depending upon individual project needs, artists may be considered for the design, commission, and/or direct purchase of works of art.

The Artist Resource Bank (ARB) is a collection of slides, resumes, and support material describing the work of artists interested in having their work considered for either purchase of a commission through MAPP. Submission of slides allows artists to be reviewed for potential projects and to receive information about future program competitions. Inclusion in the ARB does not, however, guarantee a commission or purchase, nor will the ARB be considered the sole resource for potential projects.

Professional artists working in all media are eligible to submit slides and support materials to the ARB. Artists are not required to live or work in Massachusetts and need not have previous experience in creating works of art for public spaces.

For additional information and Artist Resource Bank submission forms, contact the MAPP Artist Resource Bank at the Massachusetts Cultural Council.

APPLICATION DEADLINES AND CHECKLIST

February 15	Deadline for submitting Intent-to-Apply form. For all applicants except those applying to the Arts Lottery Program.
March 15	Deadline for submitting all applications and support materials, except for the Arts Lottery Program and Individual Project Support.
April 1	Deadline for submitting Project Support for Individuals applications.
May, June	Panel meetings
September	Board approves awards

Applicants should contact local arts lottery councils for information regarding individual local deadlines. Local arts lottery council deadlines are typically four to six weeks in advance of MCC's Arts Lottery Program deadlines, which are currently May 1 and November 1.

For specific information regarding the arts lottery program in each community, including where to obtain application forms, local guidelines, and deadline information, contact local arts lottery council chairpersons through their town or city halls.

All applications must be postmarked on their due date, or hand delivered by 5:00 pm on their due date.

NOTE: LATE APPLICATIONS AND MATERIALS WILL NOT BE ACCEPTED

- All applications and support materials must be complete upon submission.
- FAXed applications will not be accepted.
- All applications must be typed.

CHECKLIST

The following information must be enclosed in order for your application to be considered complete:

- ___ three (3) complete copies of your application
- ___ one (1) complete copy of support materials
- ___ the application has been signed by an authorized person
- ___ if you are a first-time applicant
 - ___ Articles of Organization
 - ___ Corporate By-laws
 - ___ IRS Tax-exemption Letter
 - ___ Financial Statement
- ___ return postage and envelope for support materials

HOW TO APPLY

INTENT-TO-APPLY

Intent-to-Apply Form on page 23 or 24 must be returned to the Massachusetts Cultural Council postmarked on or before February 15, 1991.

HOW TO APPLY

Application forms and instructions for the following categories can be found on the page(s) indicated below:

- 27 - 34 Operating Support and Project Support for Organizations and Communities
- 35 Collaborative Information: Education and Reduced Admissions
- 36 Reduced Admissions
- 37 - 38 Individual Project Support
- 39 Support Material
- 42 Arts Lottery Grants (Sample only)
- 43 Performing Arts Student Series, PASS (Sample only)

Please refer to the application instructions on pages 25 and 26 for filling out these forms.

Refer to the Glossary on pages 47 - 49, for a more detailed explanation of the terms used on the application forms, budget pages, and affirmative action information page.

APPLICATION SUBMISSION (except for the Arts Lottery Program)

- Please submit three (3) complete copies of each application, and one (1) complete copy of support materials for each application.
- Please use paper clips to assemble your application. *Please do not use staples.*
- Leave a 1¹/₄" margin to allow for binding.

ALL APPLICATIONS SHOULD BE SENT TO:

Massachusetts Cultural Council
80 Boylston Street, 10th Floor
Boston, MA 02116

For further information call:

Phone: (617) 727-3668

1 - (800) 232-0960*

FAX: (617) 727-0044

TDD: (617) 338-9153**

* Please inform the receptionist if you have called using the 800 number.

** Telecommunications Device for the Deaf

NOTICE OF INTENT-TO-APPLY FOR OPERATING SUPPORT AND PROJECT SUPPORT

Required of all applicants except Individual Project Support and Arts Lottery Program applicants.

Postmark and return this form to the Massachusetts Cultural Council by February 15, 1991.

ORGANIZATION NAME

ADDRESS

CONTACT PERSON

TELEPHONE #

Your application(s) will be reviewed with those from similar organizations. Considering your mission, choose whether you would like to be reviewed as: ☐ community-based ☐ discipline-based organization.

Operating Support and Project Support applicants will be reviewed by one of the following panels. Please indicate the most appropriate discipline for panel review of your application(s):

☐ Dance ☐ Design in the Built Environment ☐ Folklife and Ethnic Heritage ☐ Humanities ☐ Literature
☐ Local Arts Agencies ☐ Media Arts ☐ Multidisciplinary ☐ Music ☐ Science ☐ Theater ☐ Visual Arts

In general, organizations may apply for up to three awards;

- four awards if applying for Reduced Admissions;
- four awards if collaborating on a project; or
- five awards if collaborating on a project and applying for Reduced Admissions.

Each organization participating in a collaboration must count that application as one of their submissions.

Indicate the number of applications you plan to submit in each funding program and request amount for each.

\$_____ Operating Support	#_____	\$_____ General Project Support
\$_____ Extraordinary Project Support	#_____	\$_____ Education
\$_____ Reduced Admissions		

FOR EDUCATION APPLICANTS ONLY

Complete for collaborating school(s) or community organization(s).

ORGANIZATION NAME

ADDRESS

CONTACT PERSON

TELEPHONE #

ORGANIZATION NAME

ADDRESS

CONTACT PERSON

TELEPHONE #

NOTICE OF INTENT-TO-APPLY FOR INDIVIDUAL PROJECT SUPPORT

Postmark and return this form to the Massachusetts Cultural Council by February 15, 1991.

APPLICANT NAME

ADDRESS

CITY

STATE

ZIP

DAYTIME PHONE

EVENING PHONE

**Please check the
area to which you
are applying:**

Design in the Built Environment _____
Environmental Issues _____
Folklife and Ethnic Heritage _____
Radio _____

Give a title and description for your project in the space provided. If your project will involve collaboration, specify each participant:

Anticipated funding request from the Massachusetts Cultural Council _____

APPLICATION INSTRUCTIONS: OPERATING SUPPORT AND PROJECT SUPPORT

ALL APPLICATIONS MUST BE TYPED

APPLICANT INFORMATION

Review Panel: Indicate the most appropriate discipline for review of your application. Refer to the Peer Panel Review Process section on page 8 for a listing of the review panels.

Indicate your organization's federal employer ID #.

Operating Support and Project Support

- Indicate the chairperson and executive director of your organization.
- Indicate the contact person who should receive all correspondence relative to this activity, including his/her telephone number.
- *Massachusetts Business Categories:* Refer to the glossary for definition of "Minority Business" and "State Office of Minority and Women Business Assistance (SOMWBA) Certified."
Type "x" next to selection(s) which are applicable.

National Standard Categories: Using the Appendix on pages 44 - 45 select the ONE item in EACH category that best describes you or your organization. Type this number in the space provided.

Geo-Political Information: Enter the ward, precinct, state representative and senator of your organization's legislative district. If in doubt, contact your town or city clerk.

Title: Provide a short descriptive title for your activity. Summarize the proposed activity, giving a brief description of the activity for which you are requesting funds. (Please limit this to 4 sentences.)

BUDGET INFORMATION

Refer to the Glossary on pages 47 - 49 for explanation of budget categories.

Operating Support applicants must complete FY91 Total and FY92 Total columns with total organizational expenses.

Project Support applicant organizations must complete FY92 Total column with only project-related expenses.

The third column on the budget pages must be completed for collaborative projects, including Education and Reduced Admissions.

Project Support applicants must provide an itemized budget on a separate page that details budget expenses. This page must also include the name/title, function and time of all staff involved in this project. Refer to the Glossary for explanation of budget categories.

AFFIRMATIVE ACTION INFORMATION

For Operating Support and Project Support (for Organizations)

Please fill in the information requested on this page regarding your organization's board and work force. Refer to the Glossary on pages 47 - 49 for definitions of these terms.

NARRATIVE

Please refer to the Narrative Questions on pages 33 - 34. This is the most important section of your application. Review panelists may not be familiar with your programs. The application form is the main tool that will be used to evaluate your request. Please be clear and concise.

DOCUMENTS

First-time applicants to all Council programs, except for the Individual Project Support category and the Arts Lottery Program, must submit the following along with their application:

- Articles of Organization
- Corporate By-laws
- IRS Tax-exempt Letter
- Financial Statement

COLLABORATOR INFORMATION

Page 35 is required for all Education and Reduced Admissions applications.

Page 36 is also required for all Reduced Admissions applications.

While only one application must be submitted for a collaborative project, page 35 must be completed for each participant with whom you are collaborating on this activity (e.g. schools, community organizations). The submitting applicant is responsible for compiling this information and submitting it with the collaborative application. Please make additional copies of this page as needed.

National Standard Categories: Using the Appendix on pages 44 - 45, select the ONE number in each category that best describes you or your organization. Type this number in the space provided.

Total Enrollment/Audience, Minority Population, Persons with Disabilities: Information should refer only to participants in the proposed activity.

Funding Sources: Please state the dollar amount the school, community organization, artist/humanist/scientist will receive in FY92 from the sources listed. If not applicable, enter NA.

Affirmative Action Status: Type "x" next to selections which are applicable. Refer to the Glossary for the definition of "Minority Business" and "State Office of Minority and Women Business Assistance (SOMWBA) Certified."

SUPPORT MATERIALS

Please submit the required support material as described on page 39.

APPLICATION FOR OPERATING SUPPORT AND PROJECT SUPPORT

ORGANIZATIONS ONLY

Your application(s) will be reviewed with those from similar organizations. Considering your mission, choose whether you would like to be reviewed as a: _____ Community-based or _____ Discipline-based organization.

Please indicate which type of application this is

_____ Operating Support _____ General Project Support _____ Reduced Admissions
_____ Extraordinary Project Support _____ Education

Please indicate the appropriate discipline for panel review: _____

(Refer to Peer Panel Review section on page 8.)

APPLICANT INFORMATION

PLEASE REFER TO
THE INSTRUCTIONS

FEDERAL ID # _____

APPLICANT ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

Mr./Ms. _____

CHAIRPERSON: First, Middle, Last

Mr./Ms. _____

EXECUTIVE DIRECTOR: First, Middle, Last

Mr./Ms. _____

PROJECT CONTACT PERSON: First, Middle, Last

CONTACT'S TITLE _____

DAYTIME PHONE _____

APPLICANT # (for MCC use only) _____

NATIONAL STANDARD CATEGORIES (see Appendix)

_____ STATUS _____ INSTITUTION

_____ FUNCTION _____ DISCIPLINE

MASSACHUSETTS BUSINESS CATEGORIES

_____ MINORITY BUSINESS _____ SOMWBA CERTIFIED

GEO-POLITICAL INFORMATION

WARD _____ PRECINCT _____

STATE REPRESENTATIVE _____

STATE SENATOR _____

Project Support applicants only:

Enter the title of the project that you would like used on all correspondence relative to this activity.

All applicants:

Summarize the proposed activity in the space provided.

Name of applicant

Summarize the goals, missions and philosophy of your organization in the space provided.

DATE INCORPORATED mo-day-yr

SUBMISSION DATE

DATE FISCAL YEAR ENDS mo-day

STARTING DATE OF ACTIVITY

TOTAL INCOME LAST YEAR PREVIOUS YEAR

ENDING DATE OF ACTIVITY

TOTAL EXPENSES LAST YEAR PREVIOUS YEAR

BUDGET FOR PROPOSED ACTIVITY ONLY

INCOME

EXPENSES

MCC REQUEST

AUTHORIZED SIGNATURE: The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgement will be given to the Massachusetts Cultural Council if this application is approved.

Signed by

Title

Date

FOR MCC USE ONLY

MCC Funding Year _____
Funding Program _____
MCC Panel _____
Project Discipline _____
Type of Activity _____
Project Type _____

Articles of Organization _____
Corporate By-laws on File _____
IRS Tax-exempt Letter _____
Board Member List Filed _____
Financial Statement _____

BUDGET INFORMATION-EXPENSES

Name of applicant _____

Please refer to instructions.

		FY91 TOTAL <i>For Operating Support Applicants Only</i>	FY92 TOTAL <i>For All Applicants</i>	FY92 <i>For Collaborator (if appropriate)</i>
A	SALARIED PERSONNEL			
	Artistic/Humanistic/Scientific	_____	_____	_____
	Technical/Production	_____	_____	_____
	Administrative/Professional	_____	_____	_____
	Administrative/Support	_____	_____	_____
	Fringe _____%	_____	_____	_____
	TOTAL	_____	_____	_____
B	OUTSIDE PROFESSIONAL SERVICES			
	Artistic/Humanistic/Scientific	_____	_____	_____
	Technical Production	_____	_____	_____
	Other:	_____	_____	_____
	TOTAL	_____	_____	_____
C	SPACE RENTAL			
	Program Related	_____	_____	_____
	Office	_____	_____	_____
	TOTAL	_____	_____	_____
D	TRAVEL			
	In-state	_____	_____	_____
	Out-of-state	_____	_____	_____
	Lodging/Meals	_____	_____	_____
	TOTAL	_____	_____	_____
E	MARKETING			
	Promotion/Advertising (excluding fundraising)	_____	_____	_____
F	REMAINING EXPENSES			
	Program Consumables	_____	_____	_____
	Program Equipment Rental	_____	_____	_____
	Program-Related Printing/ Duplicating	_____	_____	_____
	Office Supplies	_____	_____	_____
	Office Equipment Rental	_____	_____	_____
	Shipping and Trucking	_____	_____	_____
	Postage	_____	_____	_____
	Utilities/Telephone	_____	_____	_____
	Fundraising	_____	_____	_____
	Insurance	_____	_____	_____
	Ensuring Access	_____	_____	_____
	Other	_____	_____	_____
	TOTAL	_____	_____	_____
G	TOTAL EXPENSES <i>(Add A-F)</i>	_____	_____	_____
H	CAPITAL EXPENDITURES	_____	_____	_____

BUDGET INFORMATION-REVENUE

Name of applicant _____

			FY91 TOTAL <i>For Operating Support Applicants Only</i>	FY92 TOTAL <i>For All Applicants</i>	FY92 <i>For Collaborator (if appropriate)</i>
A	ADMISSIONS	Ticket sales	_____	_____	_____
		Subscriptions	_____	_____	_____
		TOTAL	_____	_____	_____
B	CONTRACTED SERVICES	Performance, residency fees, tuitions, fees through sales of services	_____	_____	_____
C	OTHER REVENUE	Concessions, sales, parking, publications, rentals, gift shop, investment income	_____	_____	_____
D	NON-GOVERNMENT	Corporate/Business Foundation Grants Clubs and Organizations Other Private Contributions including Fundraising Events TOTAL	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
E	GOVERNMENT	Federal State Local (include ALC) School Department Other Municipal TOTAL	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____	_____ _____ _____ _____ _____
F	TOTAL CASH REVENUE <i>(Add A - E)</i>		_____	_____	_____
G	GRANT AMOUNT REQUESTED			_____	
H	APPLICANT CASH	Cash From General Fund	_____	_____	_____
I	NON-OPERATING REVENUE	Revenue Restricted to Capital Other Restricted Revenue	_____ _____ _____	_____ _____ _____	_____ _____ _____
J	IN-KIND SERVICES, MATERIALS, FACILITIES		_____	_____	_____
K	TOTAL NON-OPERATING REVENUE		_____	_____	_____

AFFIRMATIVE ACTION INFORMATION

**Required of all applicants except
Individual Project Support and
Arts Lottery Program applicants**

Name of applicant

TOTAL NUMBER	Board	Management	Support Staff	Artists/Humanists/ Scientists	Volunteers
African-Americans	_____	_____	_____	_____	_____
Asian-Americans	_____	_____	_____	_____	_____
Latin-Americans	_____	_____	_____	_____	_____
Native-Americans	_____	_____	_____	_____	_____
Elderly	_____	_____	_____	_____	_____
Persons with Disabilities	_____	_____	_____	_____	_____
Youth	_____	_____	_____	_____	_____
Vietnam Veterans	_____	_____	_____	_____	_____
Women	_____	_____	_____	_____	_____

AFFIRMATIVE ACTION ISSUES

Circle

- | | | |
|--|---|---|
| • Have any new staff members been hired during the past year? | Y | N |
| • Have any new Board members been appointed during the past year? | Y | N |
| • Are your organization's programs and services wheelchair-accessible? | Y | N |
| • Does the facility used for programs have lavatory facilities for individuals with disabilities? | Y | N |
| • Are your programs and services accessible to individuals who are visually-impaired? | Y | N |
| • Are your programs and services accessible to individuals who are hearing-impaired? | Y | N |
| • Have you sought technical assistance on issues of accessibility for individuals with disabilities? | Y | N |
| • Do you plan to improve accessibility to your programs and services? | Y | N |
| • Does your organization own its own facility? | Y | N |
| • Was it built or renovated since 1975? | Y | N |

NARRATIVE QUESTIONS: OPERATING SUPPORT AND PROJECT SUPPORT

ORGANIZATIONS ONLY

Please submit up to 5 typed pages addressing the following questions. Be specific and give examples in your responses. Number your answers to correspond to the questions. Be sure to put your applicant name on each page.

Applicants applying for **Operating Support** should answer question 1 - 3, and 4 if applicable.

Applicants applying for **Project Support** should answer questions 5 and 6, and 7 - 12 if applicable.

FOR OPERATING SUPPORT

1. How does your organization address all criteria as stated in the guidelines? Refer to pages 9 - 10. Please discuss in the same order that the criteria are presented.
2. List and briefly describe your organization's program and administrative goals for FY92-93 and your plans for evaluation. Indicate whether or not you have a Board-approved long range plan.
3. Provide the best estimate of the percentage of your audience in each category (please use this format):

<i>Audience Composition</i>	<i>Percentage of Audience Attendance</i>		
	FY90	FY91	FY92
People of Color	_____	_____	_____
Artists, Humanities Scholars, Scientists	_____	_____	_____
People with Disabilities	_____	_____	_____
Children (aged 18 or under)	_____	_____	_____
Elderly (aged 65 or older)	_____	_____	_____
Massachusetts residents	_____	_____	_____

4. For museums only: Give a brief summary of your collections, including a description of your facility.

FOR PROJECT SUPPORT

5. Describe the proposed project in detail addressing all the criteria as stated in the guidelines. Please discuss in the same order that the criteria are presented. Include details for public presentation as well as plans for publicity and outreach, as applicable. Please indicate location/site of activities.
6. List all key individuals and collaborators for your project including all staff, outside professionals and consultants involved, with their titles, affiliations and roles pertaining specifically to this project.

FOR EDUCATION ONLY:

7. If the project will develop new materials or activities, describe their relationship to existing school curriculum. If skills will be transferred to school or community organization staff, how will they use and maintain these skills in the future? Describe the relationship of the proposed project to the existing curriculum activities or programming in participating schools and/or community organizations.

FOR REDUCED ADMISSIONS ONLY:

8. Describe any planning session, recruitment activities, teacher workshops, classroom visits, follow-up activities or materials and all relevant activities for the proposed project. Be sure to include Reduced Admissions Attachment form, page 36.

FOR CONSERVATION ONLY:

9. Attach a one page summary of conservation survey recommendations. Attach condition reports and a treatment proposal for the material included in this project.

FOR CONTEMPORARY ARTS ONLY:

10. Attach a signed "artist agreement letter." The letter must confirm the artist involvement in the project, the artist fees, and dates for public presentation.

FOR FOLKLIFE AND ETHNIC HERITAGE ONLY:

11. Describe the folk group or ethnic populations involved in the project. Specify the applicant's relationship with the constituency and how they will be incorporated throughout the project. If applicable, provide a detailed plan for fieldwork to identify and invite folk or ethnic artists or folklife practitioners to be involved in the project. In the case of participating artists or practitioners known in advance, include a brief description of their work and how they learned their skills.

FOR GENERAL COLLABORATIVE PROJECTS ONLY:

12. Attach a one page description of the roles of each collaborator with signature by the Director of that organization.

PLEASE REFER TO INSTRUCTIONS
WHEN FILLING OUT THIS FORM.

COLLABORATOR INFORMATION: EDUCATION AND REDUCED ADMISSIONS APPLICANTS

Name of applicant _____

FEDERAL ID # _____

SCHOOL or ORGANIZATION _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE _____

CHAIRPERSON _____

EXECUTIVE DIRECTOR _____

CONTACT PERSON FOR THIS PROJECT _____

CONTACT TITLE _____

NATIONAL STANDARD CATEGORIES (see Appendix)

____ STATUS _____ FUNCTION

____ INSTITUTION _____ DISCIPLINE

AFFIRMATIVE ACTION STATUS

____ MINORITY BUSINESS ____ SOMWBA CERTIFIED

Minority Population: ____ AFRICAN-AMERICANS
____ ASIAN-AMERICANS
____ LATIN-AMERICANS
____ NATIVE-AMERICANS
____ PERSONS WITH
DISABILITIES
____ VIETNAM VETERANS
____ WOMEN

Total Enrollment/Audience _____

FUNDING SOURCES FOR 1992

Artists Foundation \$ _____
Arts Lottery \$ _____
Cultural Education Collab. \$ _____
National Endowment \$ _____
N.E.F.A. \$ _____
Other \$ _____

Describe your role in the collaboration in the space provided.

Do you have any arts, humanities or science teachers or specialists on your staff? Please list the title of each position.

Please check which ongoing training in the arts, humanities, and sciences you provide for your staff:

____ Commonwealth In-Service Institute ____ Other (please state)

**FOR SCHOOLS
ONLY**

How have your School Improvement Council and Horace Mann Teacher Funds been used in the last school year?

Signature Superintendent of School or Chairperson of Community Organization

Print Name, Title, Date

Signature, Principal of School or Executive Director of Community Organization

Print Name, Title, Date

REDUCED ADMISSIONS ATTACHMENT

Name of applicant _____

Please complete the following chart with the number of staff and audiences directly involved with the proposed project.

	AUDIENCE	ARTISTS	HUMANISTS	INFORMAL SCIENCE EDUCATORS
AFRICAN-AMERICANS	_____	_____	_____	_____
ASIAN-AMERICANS	_____	_____	_____	_____
LATIN-AMERICANS	_____	_____	_____	_____
NATIVE-AMERICANS	_____	_____	_____	_____
TOTAL MINORITIES	_____	_____	_____	_____
PERSONS WITH DISABILITIES	_____	_____	_____	_____
VIETNAM VETERANS	_____	_____	_____	_____
WOMEN	_____	_____	_____	_____

BUDGET SUMMARY

REQUEST AMOUNT \$ _____ x .75 = _____
 Total Project Expenses (amount requested from Council must not exceed this amount)

PER PERSON COST \$ _____ ÷ _____ = \$ _____
 Amount Requested from Council # Participants to be Served Directly Per Person Cost*

*(no more than \$5.00 or your regular admission cost, which ever is lower)

APPLICATION FOR INDIVIDUAL PROJECT SUPPORT

Please check the
area to which you
are applying:

Design in the Built Environment _____
Environmental Issues _____
Folklife and Ethnic Heritage _____
Radio _____

APPLICATION # (for MCC use only) _____

APPLICANT INFORMATION

SOCIAL SECURITY # _____

APPLICANT NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____
()

DAYTIME PHONE _____

()

EVENING PHONE _____

NATIONAL STANDARD CATEGORIES

01	01
STATUS	INSTITUTION
01	
FUNCTION	DISCIPLINE*

*Using the Appendix on page 45, select the one discipline code that best describes your work.

AFFIRMATIVE ACTION STATUS

___ AFRICAN-AMERICAN	___ PERSON WITH
___ ASIAN-AMERICAN	DISABILITY
___ LATIN-AMERICAN	___ VIETNAM VETERAN
___ NATIVE-AMERICAN	___ WOMAN

GEO-POLITICAL INFORMATION

Enter the ward, precinct, and state legislators of your personal residence. If in doubt, contact your town or city clerk.

WARD _____

PRECINCT _____

STATE REPRESENTATIVE _____

STATE SENATOR _____

PROJECT INFORMATION

Enter the title of this project that you would like used on all correspondence relative to this activity.

Describe your project on two additional pages, with your name and project title at the top of each page. Include in this description a timeline and initial plan for public presentation. If you are selected for funding additional details will be required. If this is a collaborative proposal, specify roles and attach *brief* resumes for each participant. See page 39 for information on required Support Materials.

BUDGET INFORMATION

Please fill out your **expenses and revenue** in the appropriate categories. Please check any revenue categories that are confirmed.

PROJECT EXPENSES

Your Time/Fee _____
 Other Individual Fees _____
 Fees for Residencies _____
 Materials/Supplies _____
 Equipment Rental _____
 Space Rental _____
 Travel-In-State _____
 Travel-Out-of-State _____
 Marketing/Promotion/
 Advertising _____
 Insurance _____
 Ensuring access _____
 Other (please explain) _____

TOTAL EXPENSES \$ _____

PROJECT REVENUE

	Pending	Confirmed
Private Foundations	_____	_____
Corporate/Business	_____	_____
Family/Friends/Individuals	_____	_____
National Endowment	_____	_____
Local Arts Lottery	_____	_____
In-Kind Materials	_____	_____
Other (please explain)	_____	_____

MCC REQUEST \$ _____

TOTAL INCOME \$ _____

AUTHORIZED SIGNATURE: As the applicant, my signature below will serve as the authorized signature for this application. I affirm the accuracy of this application and agree that the required acknowledgment will be given to the Massachusetts Cultural Council if this application is approved.

Signed by _____

Date _____

FOR MCC USE ONLY

MCC Funding Year _____
 Funding Program _____
 MCC Panel _____

Project Discipline _____
 Type of Activity _____
 Project Type _____

SUPPORT MATERIALS

Applicants must submit the following support materials with their application. Support materials are critical to the review process. Since panelists have a limited amount of time to evaluate each application, it is important to be selective when choosing samples of brochures and documentation to submit.

For All Applicants:

Documentation of previous work/programs in the form of one of the following (see labeling instructions):

- one video cassette (3/4" or 1/2" VHS)
- one audio cassette (1/4")
- one film (16mm)
- no more than ten photographs
- no more than ten 35mm slides
- no more than two books, catalogues, or manuscripts

For Operating Support:

- list of current Board of Directors, their affiliations and Board responsibilities;
- one page resumes of principal staff;
- list of programs and activities for FY92;
- three sample brochures or programs from the past year.

For Project Support (organizations only):

- list of current Board of Directors, their affiliations and Board responsibilities;
- one-page resumes for all persons directly involved in the proposed project;
- one-page project timeline; and
- a detailed expense budget.

AUDIO VISUAL LABELING INSTRUCTIONS

Cassette Labeling Instructions:

All audio or video cassette documentation must be clearly labeled with the following information on the cassette case:

1. Name of applicant (label cassette, also);
2. Name of group(s) or artist(s) performing;
3. Title(s) and composer(s) of works being performed;
4. Date of performance(s);
5. Length of each work and total running time.

All audio and video cassettes should be cued to the section the applicant wants the panel to review. Panelists will review a maximum of ten minutes. While panelists will focus on the cued section of the tapes, all material submitted on the audio and video tapes is subject to review.

Slide Labeling Instructions:

1. Place slides in a 9" by 11" clear plastic file sheet.
2. Place an ink dot in the upper right corner of the slide, indicating the front and the top of the work of art or view.
3. Submit a typed 8 1/2" x 11" list identifying the slides.

For works of art, indicate: artist's name, medium, dimensions, and date of execution. For slides of events or installations, include a brief description. Number the slides and the slide list.

Photographs:

Photographs should be no larger than 16" x 20" and labeled on the back with a description of the photo's content and other appropriate information, such as subject, date, dimensions, and location.

Include a self-addressed, stamped mailer for the return of all audio and visual support material. ***Material submitted without mailers will be returned by UPS C.O.D.*** The Council assumes no responsibility for material lost in the mail or for shipping.

APPLICATION INSTRUCTIONS: ARTS LOTTERY

ALL APPLICATIONS MUST BE TYPED

If the application lacks any of the required data, it may be held or returned for completion.

In the space provided at the top of the application, enter the date and name of the local arts lottery council to which you are applying.

APPLICANT INFORMATION

Federal ID or Social Security # Enter either the applicant's (not the contact person's) complete Federal ID or Social Security number.

Applicant Name or Organization The applicant may be an individual or an organization. However, an individual should not use his/her name to represent an organization. For example, if Joan Blogget is applying for the Highland School: APPLICANT – Highland School, CONTACT – Joan Blogget.

Telephone Numbers Use complete daytime and evening telephone numbers including area code. If you cannot be reached, it may adversely affect evaluation of your application. Do not use telephone numbers that you cannot be reached at for periods longer than twenty-four hours.

National Standard Categories Select the appropriate status and institution codes.

STATUS: Choose the ONE which best describes the legal status of the applicant.

- | | |
|------------------------------|--|
| 01 Individual | 06 Government - Regional |
| 02 Organization - Non-profit | 07 Government - County |
| 03 Organization - Profit | 08 Government - Municipal (include public schools) |
| 04 Government - Federal | 09 None of the above |
| 05 Government - State | |

INSTITUTION: Choose the ONE which most clearly describes the applicant.

- | | |
|--|---|
| 01 Individual - Artist | 23 School - Secondary |
| 02 Individual - Non-artist | 24 School - Vocational/Technical |
| 03 Performing Group | 25 School - Other (Including community music schools) |
| 04 Performing Group - College/University | 26 College/University |
| 05 Performing Group - Community | 27 Library |
| 06 Performing Group - for Youth | 28 Historical Society/Commission |
| 07 Performance Facility | 29 Humanities Council/Agency |
| 08 Museum - Art | 30 Foundation |
| 09 Museum - Other | 31 Corporation/Business |
| 10 Gallery/Exhibition Space | 32 Community Service Organization |
| 11 Cinema | 33 Correctional Institution |
| 12 Small Press | 34 Health Care Facility |
| 13 Literary Magazine | 35 Religious Organization |
| 14 Fair/Festival | 36 Senior Citizens' Center |
| 15 Arts Center | 37 Parks and Recreation |
| 16 Arts Council/Agency | 42 Media - Periodical |
| 17 Arts Service Organization | 43 Media - Daily Newspaper |
| 18 Union/Professional Organization | 44 Media - Weekly Newspaper |
| 19 School District | 45 Media - Radio |
| 20 School Parent/Teacher Association | 46 Media - Television |
| 21 School - Elementary | 47 Cultural Series Organization |
| 22 School - Middle | 48 None of the above |

Affirmative Action Status Individuals should check as many as are applicable. Organizations comprised of at least 51% of any one category should check the appropriate space(s).

State Representative and Senator Indicate those legislators who represent the district in which the applicant is located. Enter *Ward and Precinct* information corresponding to location of applicant. If in doubt, please contact the town/city clerk.

PROJECT INFORMATION

Description Provide a short descriptive *Title* for the project. The project description should be clear, concise, accurate and **fit into the space provided**. If attachments are absolutely necessary, indicate the Federal ID or Social Security Number of the applicant on each additional page. Make direct statements such as:

"I will paint a montage illustrating scenes from local history for display in the town hall." or

"The Suntag Players will present an evening performance of *Don Quixote* at Warrenstown High School; this grant will allow us to offer tickets to the general public for only two dollars."

Indicate if this is a multi-year project.

Qualifications Briefly describe the past work of the artist/humanist as well as his/her previously demonstrated commitment to the arts and/or humanities. List only the major individuals and organizations participating and those parts of the project for which they will be specifically responsible. Resumes of the principal artists/humanists should be attached. Do not use this space to continue the description of the project. All attachments must be labeled with the name of the applicant and Federal ID or Social Security #.

Public Benefit Benefit as defined by the arts lottery program guidelines includes exhibitions, publications, performances, reports of progress, demonstrations, and readings of works. Accessibility to persons with disabilities is essential. This application should reflect one or more of these benefits as a direct or long-term goal of the project. If applicable, the description of benefit might include an explanation of how the project will enhance the cultural diversity of the particular community to which you are applying.

PLANNING AND BUDGET INFORMATION

Planning Provide a brief description of the specific steps taken to develop the proposed project budget. Indicate what sources were contacted and how costs were arrived at. If the project is a collaboration, indicate that the necessary authorizations have been obtained. Describe how and why a particular performance or exhibit site was selected including the accessibility considerations you have taken into account and any contingency plans made.

Matching Funds If a public agency wishes to propose an activity which is outside its existing responsibility, no match is required. Otherwise the project must be (1) a new need, (2) a one-time expenditure, and (3) matched 1:1.

Project Expenses and Revenue This is a balance sheet which lists both the expected costs and income of the proposed project. Each applicable item should be completed. Any matching funds and/or in-kind donations should also be indicated. Item E under Project Revenue must be completed. Expenses and revenue totals must equal.

FFLP SAM

Applications must be obtained from the appropriate local arts lottery council.

Qualifications of key artist, humanist or cultural organization involved in this project.

BUDGET INFORMATION

Total cost for this project _____	
Matching funds (see instructions) _____	
PROJECT EXPENSES	PROJECT REVENUE
Salaries/Fees _____	Earned Revenue _____
Artist/Humanist _____	Non-Government _____
Administrative _____	Corporate/Business _____
Other _____	Clubs and Organizations _____
Space Rental _____	Other _____
Travel _____	Government _____
Marketing _____	Other Arts Lottery Councils _____
Remaining Project Expenses _____	(list all or attach list and \$) _____
Equipment Rental _____	Other MCC Programs _____
Printing/Duplicating _____	Other (Municipal, School, etc.) _____
Office Supplies _____	Applicant Cash _____
Shipping _____	AMOUNT REQUESTED _____
Postage _____	FROM THIS ALC _____
Utilities/Telephone _____	In-Kind Services, Materials, and Facilities _____
Insurance _____	_____
Easement Access _____	_____
Other _____	_____
Capital Expenditures _____	_____
TOTAL PROJECT EXPENSES _____	TOTAL PROJECT REVENUE _____

AUTHORIZED SIGNATURE: The signature below is that of the person authorized to testify as to the accuracy of this application and the persons who agree that the required acknowledgement will be given to the Massachusetts Cultural Council if this application is approved.

Signed _____ Title _____ Date _____

FOR LOCAL OR REGIONAL ARTS LOTTERY COUNCIL USE ONLY

Date _____	Amount approved _____	MCC funding cycle _____	IRS Tax-exempt Letter on File: _____ yes _____ no
Type of Activity _____	Project Discipline _____	Project Type _____	Comments: _____
Attachments: _____ yes _____ no			

Signature _____ Title _____

APPLICATION FOR ARTS LOTTERY GRANT

Date _____ from the _____ ALC _____

APPLICANT INFORMATION

Please refer to instructions

FEDERAL ID# or SOCIAL SECURITY# _____	APPLICATION # (for ALC use only) _____
APPLICANT NAME or ORGANIZATION _____	NATIONAL STANDARD CATEGORIES (see instructions) _____
ADDRESS _____	STATUS _____ INSTITUTION _____
CITY _____ STATE _____ ZIP _____	AFFIRMATIVE ACTION STATUS _____
CONTACT PERSON _____	_____ AFRICAN-AMERICAN _____ MINORITY BUSINESS
DAY PHONE _____ EVENING PHONE _____	_____ ASIAN-AMERICAN _____ PERSONS WITH
GEO-POLITICAL INFORMATION _____	_____ LATIN-AMERICAN _____ DISABILITIES
WARD _____ PRECINCT _____	_____ NATIVE-AMERICAN _____ SOMERVA CERTIFIED
STATE REPRESENTATIVE _____	_____ VIETNAM VETERAN _____
STATE SENATOR _____	_____ WOMEN _____

PROJECT INFORMATION

Project Title _____ Date: Start/End _____ Site _____

Summarize the proposed activity in the space provided.

Describe the planning done for this project.

Explain the benefits of this project to the citizens of this community.

Applications must be obtained from the appropriate local arts lottery council.

MASS

AMPLD

APPLICATION FOR PERFORMING ARTS STUDENT SERIES (PASS)

Please refer to instructions when filling out this form.

Date _____ from the _____ ALC

APPLICANT INFORMATION

FEDERAL ID# OR SOCIAL SECURITY #	APPLICATION # (for ALC use only)
APPLICANT (name of school, organization or individual)	INSTITUTION CODE (see instructions)
ADDRESS	DAY PHONE () ()
CITY	EVENING PHONE
STATE	STATE REPRESENTATIVE
ZIP	STATE SENATOR
CONTACT PERSON	PRECINCT
RELATIONSHIP TO STUDENTS	WARD

PROJECT INFORMATION

Name of Performing Arts Organization (see instructions)	Project Discipline Code (see instructions)
Name of Performance	# Students Attending
Date	Grade of Students
Time am/pm	
Cost per student ticket	
Total amount requested for students' tickets	

Are you requesting reimbursement for transportation expenses? _____ yes _____ no
If so, total amount requested for transportation. \$ _____
Is this application serving children from more than one city? _____ yes _____ no
If so, which other arts lottery councils are you applying to?

AUTHORIZED SIGNATURE: The signature is that of the person authorized to testify as to the accuracy of this application and the person who agrees that the required acknowledgement will be given to the Massachusetts Cultural Council if this project is approved.

FOR LOCAL OR REGIONAL ARTS LOTTERY COUNCIL USE

Signed by	Title	Date
Date	Project Type	Project Discipline
Amount approved for students tickets \$		
Amount approved for transportation \$		
Total amount approved \$		
Signature of Chair or Authorized member		Title

APPLICATION INSTRUCTIONS: PASS PROGRAM

THIS APPLICATION MUST BE TYPED

If the application lacks any of the required data, it may be held or returned for completion. In the space provided at the top of the application, enter the date and name of the local arts lottery council to which you are applying.

APPLICANT INFORMATION

Federal ID or Social Security # Enter either the applicant's (not the contact person's) complete Federal ID or Social Security number.

Applicant Name or Organization The applicant is often a school or an organization. An individual should not use his/her name to represent a school or organization. For example, if Joan Bloggett is a teacher at the Highland School, CONTACT PERSON - Joan Bloggett.

However, if the applicant is an individual, APPLICANT should indicate his/her name and CONTACT PERSON should be left blank.

Institution Codes Choose the ONE which most clearly describes the applicant.

- | | | |
|-------------------------------|----------------------------------|-----------------------------------|
| 02 Individual | 21 School - Elementary | 27 Library |
| 16 Arts Council | 22 School - Middle | 32 Community Service Organization |
| 17 Arts Service Organization | 23 School - Secondary | |
| 19 School District | 24 School - Vocational/Technical | 35 Religious Organization |
| 20 Parent/Teacher Association | 25 School - Other | 37 Parks and Recreation |
| | | 49 Other |

State Representative and Senator Enter the legislators who represent the district in which the applicant is located. Enter Ward and Precinct information corresponding to location of applicant. If in doubt, please contact your town or city clerk.

PROJECT INFORMATION

Name of Performing Arts Organization The performing arts organization must be chosen from the PASS Roster which is available through local arts lottery councils, all schools, and some libraries. Please list the Name of Presenter if it is different from the performing arts organization. For example, the Zeilenon Theatre may be presenting a performance by the Wave Ballet.

Project Discipline Codes Choose the number and letter code which best describes the kind of performance to be attended.

- | |
|---|
| 01 Dance - A-Ballet, B-Ethnic, C-Modern |
| 02 Music - A-Band, B-Chamber, C-Choral, D-Contemporary, E-Ethnic, F-jazz, G-Popular, H-Solo Recital, I-Symphonic |
| 03 Opera |
| 04 Theatre - A-General (Includes Classical, Contemporary, and Experimental), B-Mime, C-Musical Theatre, D-Puppet, E-Theatre for Young Audiences |

Grade of Students The PASS program can only reimburse tickets for Massachusetts school children grades K-12, including special needs. Pre-school students and chaperones are not eligible to participate. **Total Amount Requested From Local Arts Lottery Council for Students' Tickets** This request should not exceed the Number of Students Attending multiplied by the Cost Per Student.

Total Amount Requested of Arts Lottery Council for Transportation PASS Program funds are available for transportation expenses exclusively to PASS performances, at the discretion of the local arts lottery council. Contact the local council for specific details.

Please Note: PASS performances may now take place in a school facility during normal school hours, if the Local Arts Lottery Council approves of the facility.

APPENDIX

NATIONAL STANDARD CATEGORIES

Select the ONE number in each category which best describes you or your organization.

STATUS: Choose the ONE which best describes your legal status.

- 01 Individual
- 02 Organization - Non-profit
- 03 Organization - Profit
- 04 Government - Federal
- 05 Government - State
- 06 Government - Regional
- 07 Government - County
- 08 Government - Municipal (include public schools)
- 09 None of the above

FUNCTION: Choose the ONE which best describes your primary function or purpose in the arts or humanities.

- 01 Artist/Designer/Producer
- 02 Sponsor/Presenter
- 03 Arts Service/Advocacy
- 04 Humanities Service/Advocacy
- 05 Education
- 06 Funding
- 07 Media
- 08 Interested in the Arts
- 09 None of the above

INSTITUTION: Choose the ONE which most nearly describes you.

- 01 Individual - Artist
- 02 Individual - Non-artist
- 03 Performing Group
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group - for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space

- 11 Cinema
- 12 Small Press
- 13 Literary Magazine
- 14 Fair/Festival
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent/Teacher Association
- 21 School - Elementary
- 22 School - Middle
- 23 School - Secondary
- 24 School - Vocational/Technical
- 25 School - Other (including community music schools)
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency
- 30 Foundation
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Senior Citizens' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 None of the Above

DISCIPLINE: Choose the ONE item which best describes your area of work in the arts or humanities. If more than one area, choose "14 Multi-disciplinary."

01 Dance

- A Ballet
- B Ethnic/Jazz
- C Modern

02 Music

- A Band (do not include jazz or popular)
- B Chamber (include only music for one musician to a part)
- C Choral/Chorus
- D New (include experimental/electronic/computer)
- E Ethnic
- F Jazz
- G Popular (include rock)
- H Solo/Recital
- I Orchestral (include chamber orchestra and symphonic)
- J Early

03 Opera/Music Theatre

04 Theatre

- A Theatre - general
- B Mime
- D Puppet
- E Theatre for Young Audiences

05 Visual Arts

- A Experimental/New Genres
- B Graphics
- D Painting
- F Sculpture

06 Design Arts

- A Architecture
- B Fashion
- C Graphic
- D Industrial
- E Interior
- F Landscape Architecture
- G Urban/Metropolitan

07 Crafts

- A Clay
- B Fiber
- C Glass
- D Leather
- E Metal
- F Paper
- G Plastic
- H Wood
- I Mixed media

08 Photography (include holography)

09 Media Arts

- A Film
- B Audio
- C Video

10 Literature

- A Fiction
- B Non-Fiction
- C Playwriting
- D Poetry
- E Criticism

11 Interdisciplinary (include performance art)

12 Folk Arts

- A Folklife Research/Oral History
- B Ethnic Heritage Revitalization
- C Revival of Traditional Crafts and Art
- D Revival of Traditional Music and Dance

13 Humanities

14 Multi-disciplinary

15 Non-Arts/Non-Humanities

16 Community/Local Arts

17 Sciences

FOR USE BY LOCAL ARTS LOTTERY COUNCILS ONLY

TYPE OF ACTIVITY: Select the ONE which best describes the project activities.

- 01 **acquisition**
- 02 **audience services** - (e.g., ticket subsidies, busing senior citizens to an arts event)
- 03 **award/fellowship** - (e.g., to individuals)
- 04 **creation of a work of art** - include commissions
- 05 **concert/performance/reading** - include production development
- 06 **exhibition** - include visual arts, film and video; exhibition development
- 07 **facility construction, maintenance, renovation**
- 08 **fair/festival**
- 09 **identification/documentation** - (e.g. for archival or educational purposes)
- 10 **institution/organization establishment** - for creation or development of a new institution/organization
- 11 **institution/organization support** - general operational support
- 12 **instruction/class/lecture** - include lecture-demonstrations and workshops
- 13 **marketing**
- 14 **professional support** - administrative
- 15 **professional support** - artistic
- 16 **recording/filming/taping**
- 17 **publication** - (e.g., manuals, books, newsletters)
- 18 **repair/restoration/conservation**
- 19 **research/planning** - include evaluation
- 20 **school residency** - artists in residence primarily in an educational institution
- 21 **other residency** - artists in residence primarily in other than educational institutions
- 22 **seminar/conference**
- 23 **equipment purchase/lease/rental**
- 24 **distribution of art** (e.g., films, books, prints; include broadcasting)
- 25 **apprenticeship/internship**
- 26 **regranting**
- 27 **translation**
- 28 **writing about art** (criticism)
- 29 **other**

FOR USE BY LOCAL ARTS LOTTERY COUNCILS ONLY**Project type:**

In each of the categories below, indicate if the project for which "Applicant" is requesting support is *predominantly* any of the following (choose only *one* in each group).

GROUP I

- 1 **presenting/sponsoring** - grants (or the dollar equivalent of direct services) to *sponsors/presenters* for the engagement and presentation to the general public of artists, and of exhibitions, reading, screenings, etc. produced elsewhere.
- 2 **touring** - grants (or the dollar equivalent of direct services) to *arts producing organizations and artists* which primarily support performance or exhibition tours, residencies in which public performance is the major element, readings, screenings, and similar activities resulting in the movement of arts works and artists for the benefit of audiences in different geographic areas.
- 3 **none of the above**

GROUP II

- 4 **arts education** - any organized and systematic educational effort with the primary goal of increasing knowledge of the arts or skills in the arts.

A **arts education** - K - 12

B **arts education** - higher education

- 5 **arts in education** - any organized and systematic educational effort which uses the arts to teach non-arts subjects.
- 6 **none of the above**

GLOSSARY

The Glossary is organized alphabetically by terms that are used on the application forms and budget pages. In certain instances, several terms are defined under one broad category (e.g. "Federal, State, Local" is listed under its budget sub-heading, **GOVERNMENT**). All terms used on the Affirmative Action information page are listed in the glossary under "**AFFIRMATIVE ACTION INFORMATION**".

ADMINISTRATIVE EXPENSE For the purpose of these forms, an administrative expense is one which is related to the management of an activity, rather than the actual activity itself.

ADMISSIONS Revenue derived from the sale or pre-sale of admissions, tickets, subscriptions, memberships, etc. for events connected with the activity.

APPLICANT CASH Funds from "Applicant's" present and/or anticipated resources that will be provided for proposed activity.

APPLICANT NAME OR ORGANIZATION If you are applying as an individual, enter your name. Otherwise, enter the name of your organization as it appears on the Annual Report you file with the Secretary of State. If you normally operate under another name, indicate by "d/b/a _____" (doing business as).

AFFIRMATIVE ACTION INFORMATION:

Artists/Humanists/Scientists Include salaried and contracted personnel other than employees of the applicant organization.

Management Include salaried and contracted personnel such as executive and supervisory staff, program directors, managing directors, business managers, press agents and fundraisers.

Persons with Disabilities Individuals having mental or physical impairments which may limit one or more major life activities.

Support Staff Include salaried and contracted personnel such as secretaries, typists, bookkeepers, maintenance, security staff, ushers, box office staff. Also include technicians such as stage hands, exhibit installers.

Vietnam-Era Veterans Individuals who have had more than 90 days of active duty, and part of which occurred between August 5, 1964 and May 7, 1975. Vietnam Veterans must be self-identified or certified with the State Office of Affirmative Action.

COLLABORATION A creative process in which a previously non-existent project is realized through an integrated group effort.

CONTRACTED SERVICES Revenue derived from fees earned through sale of services. Include sale of workshops, etc. to other community organizations, government contracts for specific services, performance or residency fees, tuition, etc.

DATE FISCAL YEAR ENDS This is the yearly period at the end of which an organization, government, etc. determines its financial condition. Give the closing date (mo-day) of your organization's fiscal year. The Council's fiscal year, is the same as the state's fiscal year, July 1 to June 30. The NEA's fiscal year is October 1 to September 30.

DATE INCORPORATED Give the (mo-day-yr) on which the Secretary of State signed your Articles of Organization.

DIRECT EXPENSE Expenses related to programming or activities funded which are directly measurable. (See Indirect Expense.)

ENSURING ACCESS Those costs associated with ensuring physical and programmatic access for persons with disabilities.

FEDERAL ID # Enter the nine-digit number your organization uses for its IRS Form 990.

GOVERNMENT REVENUE

Federal: Cash support derived from grants or appropriations by agencies of the federal government, designated for the proposed activity.

State: Cash support derived from grants or appropriations, other than this grant request, by agencies of the state government and/or multi-state consortiums of state agencies, designated for this activity.

Local: Cash support derived from grants or appropriations, other than this grant request, by city, county, in-state regional, and other local government agencies including arts lottery councils, designated for the proposed activity.

GROSS REVENUE Total assets collected within a fiscal year.

INCOME Gross increases in assets from delivering or producing goods, rendering services, or other earning activities of an organization during a fiscal year, for example, dues, sale of services, ticket sales, fees, interest dividends, and rent. The conveyance of property from one person or organization to another is also considered income, for example, donations, gifts, grants, or bequests.

INDIRECT EXPENSE Expenses which are not directly measurable in the calculation of costs, i.e., lighting, heat, electricity.

IN-KIND GOODS AND SERVICES An in-kind contribution of goods is a contribution of any tangible, usable item(s) to an organization that the organization would have otherwise had to purchase to obtain. An in-kind contribution of a service encompasses intangible contributions to an organization, such as donations of volunteer time, or the use of facilities or equipment. An in-kind contribution of goods or services is valued at, and should be computed at, its fair-market price.

INTERDISCIPLINARY Pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/among the performing and/or visual arts). Include performance art.

MARKETING All costs for marketing/publicity/promotion specifically identified with the proposed activity. Include costs of newspaper, radio, and television advertising, printing of brochures, flyers, and posters. Do not include payments to individuals or firms which belong under "*Salaried Personnel*" or "*Outside Professional Services*."

MASSACHUSETTS BUSINESS CATEGORIES The Commonwealth of Massachusetts defines a "Minority Business" as an organization where Blacks, Hispanics, Asians and/or Native Americans comprise at least 51% of the Board of Directors/Trustees. "*SOMWBA Certified*" applies only to those minority-and-women-run organizations which are currently certified with the State Office of Minority and Women Business Assistance (SOMWBA). For further information regarding SOMWBA, call (617) 727-8692.

MATCH

- Matching grants require that the recipient of the grant raise funds in some proportion to the amount awarded.
- For *Operating Support*, Council funds must be matched on a 1:1 basis with cash. For *Project Support*, Council funds must be matched with cash and in-kind goods and services. In-kind goods and services may not exceed 50% of the match. Funds received from Local Arts Lottery grants may not be used as a match.

MULTI-DISCIPLINARY Pertaining to two or more of the arts disciplines. Do not include interdisciplinary activities or events.

NATIONAL STANDARD CATEGORIES The National Standard Categories were designed by the National Assembly of State Arts Agencies to organize and report information collected from public arts agencies in their information systems. Using the Appendix on pages 44 - 45, select the ONE number in each category which best describes you or your organization.

NON-GOVERNMENT REVENUE

Businesses: Cash support derived from contributions given for this activity by businesses, corporations, and corporate foundations, or a proportionate share of such contributions allocated to this activity.

Foundations: Cash support derived from grants given for this activity (other than this grant request) by private foundations, or a proportionate share of such grants allocated to this activity.

Individuals: Cash donations.

Fundraising Events: Gross proceeds from fund-raising events.

NON-OPERATING REVENUE Any revenue obtained which is not directly related to the operations of an organization (any restricted revenue).

OTHER REVENUE Include catalogue sales, advertising space in programs, gift shop income, investment income, etc.

OUTSIDE PROFESSIONAL SERVICES

Artistic/Humanistic/Scientific: Payments to firms or persons for the services of individuals who are not normally considered employees of the "Applicant," whose services are specifically identified with the proposed activity.

Technical/Production: Payments to firms or persons for non-artistic services of individuals who are not normally considered employees of the "Applicant."

PROGRAM CONSUMABLES Items which have a life expectancy of less than three years, and a monetary value of less than \$500 per unit.

SALARIED PERSONNEL

Artistic/Humanistic/Scientific: Payments for employee salaries specifically identified with the activity. For example, artistic directors, directors, conductors, curators, dancers, composers, choreographers, designers, video artists, filmmakers, painters, poets, authors, sculptors, graphic artists, actors, musicians, instructors, etc.

Technical/Production: Payments for employee salaries specifically identified with the proposed activity. For example, technical directors, wardrobe, lighting and sound crew, stage managers, stage hands, video and film technicians, exhibit preparators and installers, etc.

Administrative: Payments for employee salaries specifically identified with the activity. For example, supervisory administrative staff, program directors, managing directors, business managers, etc. Payments for clerical staff such as secretaries, typists, bookkeepers, security staff, ushers, etc.

SPACE RENTAL Project related payments specifically identified with the activity for rental of rehearsal, theatre, hall, gallery, etc.

STARTING/ENDING DATE OF ACTIVITY If applying for *Project Support*, enter the date on which the proposed activity begins and ends (e.g. event, performance, exhibition). If applying for *Operating Support* enter 07/01/91 - 06/30/93.

SUBMISSION DATE Enter the deadline date for the category to which you are applying.

TOTAL INCOME/EXPENSES LAST YEAR Give the total organizational income and expenses for your most recently completed fiscal year. If your organization is not exclusively cultural in nature, compute only the total income and expenses allocated to your cultural component.

TRAVEL All costs for travel directly related to the travel of an individual or individuals specifically identified for the proposed activity, either in-state or out-of-state.

CULTURAL RESOURCES

MASSACHUSETTS/REGIONAL

The Artists Foundation⁺

8 Park Plaza

Boston, MA 02116

(617) 227-2787

The Artists Foundation is a non-profit service organization whose mission is to provide support to individual artists in Massachusetts. Through a contract with the Massachusetts Cultural Council, the Foundation administers the Massachusetts Artists Fellowship Program, awarding fellowships bi-annually in nineteen disciplines to Massachusetts artists in recognition of their outstanding, creative work. See page Other programs include: the Arts At CityPlace Program which includes a gallery, a performance space, and an atrium concourse exhibition area at CityPlace in the Transportation Building; the Writers Room of Boston, Volunteer Lawyers for the Arts, the Artists Emergency Loan Fund, and the Artists Health Education Program.

Arts Extension Service (AES)*

Division of Continuing Education

University of Massachusetts

Amherst, MA 01003

(413) 545-2360

AES offers professional arts management training to arts organizations and artists in business. Its goals are: to help develop effective and self sufficient community-based organizations; to help artists realize their potential; and to develop and promote programs which make quality arts accessible to diverse audiences. AES conducts workshops, provides consulting services, administers special projects, produces and sells several publications, and maintains a resource file/library.

Associated Grantmakers of Massachusetts, Inc. (AGM)

294 Washington Street, Suite 840

Boston, MA 02108

(617) 426-2606

The Associated Grantmakers of Massachusetts maintains a research library of grant information, fundraising materials, and non-profit management publications. The library includes an array of indexes, directories, and annual reports containing essential data necessary for researching potential funding sources. AGM also sponsors "Meet the Donors," a forum for non-profit representatives and donors to meet.

Community Economic Development Assistance Corporation (CEDAC)

19 Temple Place

Boston, MA 02111

(617) 727-0506

CEDAC Artist Live/Work Space Loans. CEDAC a public corporation, was established by the Legislature to provide assistance in non-profit development of affordable housing and work space projects, and to offer three types of low or no-interest loans for artists live and/or work space development projects. Applications are accepted throughout the year.

Consortium of Local Arts Agencies of Massachusetts (CLAAM)

c/o Cambridge Arts Council

57 Inman Street

Cambridge, MA 02139

(617) 349-4380

CLAAM, a private, non-profit statewide association of local arts councils and local arts leadership was established in 1982 by local arts agency directors for shared problem solving and idea exchange, as well as to develop a stronger local arts community

across the state. CLAAM organizes conferences focusing on local arts issues, cultural planning, professional development, leadership and programming. In addition, CLAAM publishes a newsletter, offers technical assistance, and participates in statewide advocacy efforts.

The Cultural Education Collaborative (CEC)⁺

210 South Street
Boston, MA 02111
(617) 338-3073
TTY 728-9187

The Cultural Education Collaborative is a state-wide organization fostering partnerships among cultural institutions, educational institutions and individual artists. Under a contract with the Massachusetts Cultural Council, CEC develops and provides partial funding for educational programs in the arts which involve students and teachers in creative projects developed and led by professional artists. These projects in literary, performing or the visual arts are developed to enhance existing arts curricula, incorporate artistic resources not currently available within the school, and/or integrate the arts into other areas of the curricula.

Groton Center for the Arts*

P.O. Box 423
Groton, MA 01450
(508) 448-3001

The Groton Center for the Arts, now in its 19th year of operation, supports local arts through in-house courses and workshops; outreach programs to persons with disabilities, senior citizens, and pre-schoolers; arts-in-education programs in public and private schools, teacher institutes; professional training and support services for artists; and public performances, exhibitions, and festivals. The Groton Center also serves as a cultural resource center for individuals, civic organizations, and schools.

Jamaica Plain Multicultural Arts Center*

659 Center Street
Jamaica Plain, MA 02130
(617) 524-3816

The Jamaica Plain Multicultural Arts Center is a non-profit community based activities center which offers multicultural arts and educational programs to serve the needs of the diverse populations of Jamaica Plain. Since 1987, when the then Jamaica Plain Arts Council moved into its new home in a reconditioned firehouse, the Center has provided the Jamaica Plain community with a diverse range of high quality arts and educational programs and activities including: the Wake-Up the Earth Festival, West African Dance, Gay and Lesbian Ball Room Dancing, Brazilian Capoeira, Bagels and Bach, and KidsArts.

Massachusetts Alliance for Arts Education (MAAE)

c/o Susan Whetle
Reading Public Schools
Box 180
Reading, MA 01867
(617) 944-9304

MAAE is a statewide non-profit organization that advocates education in the arts, both in and out of schools, as essential to a well balanced educational program.

The Massachusetts Cultural Alliance

33 Harrison Avenue
Boston, MA 02111
(617) 423-0260

The Massachusetts Cultural Alliance is the oldest cultural service organization in the Commonwealth. With a membership of over 200 cultural organizations and over 300 individuals, the Alliance serves as the state-wide advocacy organization whose primary function is organizing and strengthening support for Massachusetts culture. The Alliance monitors Beacon Hill and private sector activity concerning culture, communicates with members on advocacy issues, manages

efforts, and conducts advocacy training programs. The Alliance is home to the Massachusetts Citizens for the Arts, Sciences and Humanities, a grassroots advocacy organization dedicated to increasing public support and appreciation for culture. In addition, the Alliance strengthens and promotes the statewide cultural community by offering management services, and forums for communication and collaboration.

Massachusetts Foundation for the Humanities

One Woodbridge St. 600 Washington St.
South Hadley 01075 Boston, MA 02111
(413) 536-1385 (617) 451-9021

The Massachusetts Foundation for the Humanities is the state-based program of the National Endowment for the Humanities. The Foundation's mission is to increase public understanding, appreciation and use of the humanities disciplines and to foster an appreciation of the relevance of the humanities to the conditions of contemporary life in Massachusetts. The Foundation does this primarily by awarding grants to non-profit organizations in support of projects which use the content and methods of the humanities disciplines to examine topics and issues of concern to adults. Project formats include conferences, seminars, lecture series, study groups, film series, reading and discussion programs, exhibitions, and radio, television and print media.

The New England Foundation for the Arts (NEFA)⁺

678 Massachusetts Avenue, Suite 801
Cambridge, MA 02139
(617) 492-2914

NEFA is a regional arts organization serving the six New England states. Through funding subsidies to New England presenters, NEFA provides opportunities for New England performing, visual, media and traditional artists to present their work throughout New England, as well as assisting New

England presenters with fees for presenting work by artists from outside the New England region. Current funding programs include New England Touring (performers and visual arts exhibitions), Meet the Composers, and Mixed Signals, a cable television series presenting the work of outstanding film and video artists. In 1990, NEFA initiated a fellowship program for the visual arts and project funds for emerging artists creating innovative work. In addition, NEFA provides a wide array of technical assistance services to artists and arts organizations including data processing, information management, program and agency management, and cultural policy research.

The New England Foundation for the Humanities

600 Washington Street
Boston, MA 02111
(617) 482-8030

The New England Foundation for the Humanities is a three-year old regional organization started by the six New England State Councils for the Humanities. The Foundation's mission is to promote understanding of humanities subjects, including literature, philosophy, history, languages and other related subjects, by developing programs for the New England public. Program formats include speakers series, reading and discussion seminars, film discussions and exhibits. All Foundation programs involve the active participation of university scholars in settings accessible to the public such as libraries, community centers and retirement homes.

The South Shore Conservatory*

Cedar Hill, off 19 Fort Hill Street

Hingham, MA 02043

(617) 934-2731

The South Shore Conservatory is a non-profit community school of the arts whose mission is to establish the arts as the basis of education for residents of all ages on the South Shore, while continuing and expanding the traditional role of a community school for the arts. With a campus both in Hingham and Duxbury, the Conservatory serves over 2,000 residents throughout the southern region of Massachusetts through its early childhood and pre-school programs, private music lessons, dance and drama classes, jazz and chamber ensembles, Summer Wind Ensemble Program, as well as the Public School Outreach Program.

The Worcester Cultural Commission*

Worcester City Hall

455 Main Street, room 309

Worcester, MA 01608

(508) 799-1400

The Worcester Cultural Commission, a department of the Office of the City Manager, fosters the arts in Worcester through publicity, advocacy, information gathering and dissemination, regranteeing arts lottery funds, and providing technical assistance to cultural organizations, individual artists, and members of the community. The Commission assists local cultural organizations with publicizing their events through "Goings-On," a calendar featuring upcoming programs published monthly in the "Worcester Telegram and Gazette," and through a daily arts phone line at the Cultural Connection, (508) 799-1530. The Commission fosters and supports cooperative programming among local arts agencies, and businesses in the public, private, and educational sectors. In addition, the Commission is actively involved in statewide advocacy organizations including the Consortium of Local Arts Agency Managers and the National Assembly of Local Arts Agencies.

NATIONAL**Association of American Cultures**

Stables Art Center

410 Eighth St. N.W., Suite 605

(202) 727-4083

The Association of American Cultures is a non-profit organization established to communicate, educate, promote and assist in furthering the growth, development, and visibility of the art of Asian-Americans, African-Americans, Hispanic Americans, Pacific Islanders, Native American and others. The Association provides information and services to individual artists and arts organizations committed to growth of ethnic and cultural diversity.

Institute of Museum Services (IMS)

1100 Pennsylvania Avenue, NW

Washington, DC 20506

(202) 786-0536

The Institute of Museums Services, established by Congress in 1976, is an independent Federal agency, part of the National Foundation for the Arts and Humanities. IMS provides assistance for operations and conservation activities through competitive and non-competitive programs to natural history, art, history and children's museums, zoos, nature centers, science and technology centers, and botanical gardens and arboreta.

National Assembly of Local Arts Agencies (NALAA)

1420 K Street, NW, Suite 204

Washington, DC 20005

(202) 371-2830

NALAA represents local arts agencies in developing an essential place for the arts in America's communities. Working with local arts agencies to further local cultural and artistic interests and to ensure access to them, NALAA takes leadership in strengthening and advancing local arts agencies through professional development, information, advocacy and formulation of national arts policy.

* MCC Liaison Agencies

+ MCC Sub-contractors

**National Assembly of State Arts Agencies
(NASAA)**

1010 Vermont Avenue NW, Suite 920
Washington, DC 20005
(202) 347-6352

The National Assembly of State Arts Agencies is a non-profit, membership organization representing the arts agencies of the United States and the U.S. territorial jurisdictions. Serving as the collective voice and service organization for these agencies, NASAA provides its members with opportunities for information exchange, leadership development, issue analysis and legislative advocacy. NASAA produces a quarterly newsletter that provides a unique national overview of public policy issues.

National Endowment for the Arts

1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 682-5400

The National Endowment for the Arts, an independent Federal agency, was created by Congress in 1965 to encourage and support American art and artists. The Endowment fulfills its mission by awarding grants to organizations and individuals for projects which foster the excellence, diversity and vitality of the arts in the United States, which help broaden the availability and appreciation of such excellence, diversity and vitality, as well as through its leadership and advocacy activities.

National Endowment for the Humanities

1100 Pennsylvania Avenue, NW
Washington, DC 20506
(202) 786-0438

The National Endowment for the Humanities is an independent federal agency established in 1965 to make grants to organizations and individuals for support of research, education, preservation and public programs in the humanities. The Endowment awards grants through the following divisions: Education Programs, Fellowships and Seminars, Public Programs, Research Programs and State Programs, and through the Office of Challenge Grants and the Office of Preservation in order to help foster the accessibility of the humanities to the general public.

National Science Foundation

1800 G Street, NW
Washington, DC 20550
(202) 357-9859
TDD (202) 357-7492

The National Science Foundation is an independent federal agency that provides financial and other support for research, education, and related activities in science, mathematics, and engineering. The goals of research supported by NSF include increased and expanded knowledge, excellence in education, innovation and productivity, and improved quality of life for all. NSF provides funds for teacher training and materials development for precollege and science and mathematics, as well as encourages young scientists and engineers with graduate fellowships. Committed to fostering the scientific and technical literacy of all citizens, the NSF supports outreach educational programs in informal settings such as museums, continuing education programs, and the electronic and print media.

***Directory of Asian American Organizations
in Massachusetts***

A directory of over 270 Asian American organizations dealing with the concerns of Asian Americans.

Available through:

The Asian American Resource Workshop

27 Beach Street

Boston, MA 02111

(617) 426-5313

***Primary Colors: The Massachusetts
Directory of First World Artists***

A resource tool linking Massachusetts artists of color with each other and with professional opportunities in their fields. *Primary Colors* includes biographies, and contact information for more than 300 artists, consultants, and cultural groups of color.

Available through:

*Middle Passage Educational and
Cultural Resources, Inc.*

P.O. Box 459

Amherst, MA 01004-0459

(413) 549-2627

Choices: A Cultural Access Directory

Provides a description of over 65 cultural facilities in Massachusetts, including access information for people with disabilities, a listing of special programs and outreach efforts, a telephone resource listing, and a section on accessibility and the law.

Available through:

Very Special Arts Massachusetts (VSAM)

2 Boylston Street, 2nd floor

The China Trade Center

Boston, MA 02116

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Michael Nagle, Paul Dougherty

For general information regarding all MCC programs, contact MCC's regional liaisons:

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Andrea Olin-Gomes, Margo Giroux
(508) 448-3001

South – South Shore Conservatory
Robert Olivia
(617) 749-4014

East – Jamaica Plain Multi-Cultural Arts Center
Kay Matthew
(617) 524-3816

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(413) 545-2360

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